

ODP Ben

2-Way MemoSubject: **Review of VM Minidisks****INSTRUCTIONS**

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

3/19/81

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

O/D/ODP

FOLD

INITIAL MESSAGE

FOLD

Bob:

Attached is the review of VM minidisks for Administrative Staff, Management Staff, and Office of the Director, ODP. As indicated four of the people have been reassigned and there is only one on LWOP which should be deleted.

REPLY MESSAGE

To :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

GUIDES TO SIMPLIFIED INFORMAL CORRESPONDENCE

The typical Government letter has been conservatively estimated to cost \$2.00, not including the cost of filing and ultimate disposition. Informal communication, resulting from the use of Optional Form 27, 2-WAY MEMO, can reduce this cost substantially.

Persons experienced in the field of letterwriting have made the following observations about Government correspondence practices:

The bulk of correspondence is conducted within the governmental family itself—between offices whose day-to-day relationships could permit simple, informal written communication.

Many written communications are for immediate action, are routine in nature, such as requests for information or services, and do not require copies for distribution.

Many written communications are less than a dozen lines in length.

PRINCIPLES INVOLVED

1. In actual experience, where agencies have issued instructions encouraging the use of memorandums and informal correspondence within the agency, there has been a noticeable drop in the communications effort and in the time required to respond to a request, as well as a reduction of useless copies in file. An examination of the two types of correspondence indicates that formal correspondence has certain drawbacks:

- a. Formal correspondence is usually more wordy because of salutations, introductory paragraphs, complimentary closings, etc. It becomes a difficult writing chore because of continual polishing and editing.
- b. Formal correspondence typically calls for more reviews, resulting in many rewrites, and for excessive time-in-shop.
- c. Formal correspondence goes through stricter clearance channels, and frequently makes communication between "opposite numbers" very difficult.

2. In many cases, the best reply is an informal endorsement on an incoming letter. Optional Form 27, 2-WAY MEMO, takes advantage of this principle.

PRACTICAL PURPOSES SERVED BY 2-WAY MEMO

1. The message and the reply are placed on the same page in brief, informal language. This simplifies writing, handling, storing, and disposing of short communications.

2. The message may be prepared by typewriter or by hand; the reply may be by typewriter, by hand, or by rubber stamp.

3. It is possible to achieve a greater delegation of signing authority with the 2-WAY MEMO because of its informal nature.

4. The 2-WAY MEMO may be designated for special handling. It may be marked URGENT if exceptional speed is required. It may be stamped for special mailing services. It may be used for classified material if it is marked with the proper security classification.

5. The "TO" line and the "FROM" line are so placed that the 2-WAY MEMO may be sent in a window envelope and returned in a window envelope if desired.

6. The 2-WAY MEMO is particularly well suited for communication between "opposite numbers" within one agency or in different agencies.

13 February 1981

Rec'd about 17 Feb

MEMORANDUM FOR: ADP Control Officers

FROM:
Customer Services Staff, ODP

SUBJECT: Review of VM Minidisks

REFERENCE: Memo to ADP Control Ofcrs fm CSS/P/ODP
dtd 7 Jan. 81, same subject

1. In order to give the ADP Control Officers an effective tool to assist in monitoring VM DASD use, CSS is producing monthly reports which identify those VM disks that are not being used and those which are being under-utilized. These reports will be an effective tool in preventing a buildup of unused disk space.

2. I have attached two reports for the minidisks that your office has on the VM system. The first report is a list of minidisks that were not used during the reporting period. Even though this is only for a five week period, this list may include minidisks that are in fact not being used at all. If this is true, they should be deleted. Place a check next to the minidisks that should be deleted.

3. The second report shows the amount of space used on each minidisk. It is our judgement that if a minidisk is less than 40% full and if there is no immediate plan for growth, it should be reduced in size. For these minidisks, indicate the new size on the report. The minimum size minidisk remains at one cylinder.

4. Please return the results of your review to the Customer Services Staff, Room GA0507. Messrs. are available to answer questions or provide assistance and may be reached on extension

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